



Enrollment Action Checklist (**VALUE FIVE**) For State Pensioners - Non-Medicare Eligible

2019 Benefits Open Enrollment Period: May 06 – 24, 2019
Coverage Effective Date: July 1, 2019

Show you **VALUE your benefits by actively participating in
Open Enrollment this year.**

For the 2019 Benefits Open Enrollment, State Pensioners - Non-Medicare Eligible should complete the **VALUE FIVE CALL TO ACTION** steps to actively participate.

- ☐ **V**isit the Office of Pensions Website at delawarepensions.com or the Statewide Benefits Office (SBO) website at de.gov/statewidebenefits (select "State Pensioners - Non-Medicare," choose "Enrollment," then select "Benefits Open Enrollment").
- ☐ **A**ccess **myBenefitsMentor** to estimate your upcoming health care expenses and find the best match health plan (based on your needs and your costs).
- ☐ **L**ook at your options for health, dental and vision coverage.
- ☐ **U**ppdate/make changes to your health, dental and/or vision coverage if you wish, by completing and submitting the necessary forms to the Office of Pensions **by May 24, 2019**, (forms are located in the packet mailed to your home and on the Office of Pensions website).
 - ☐ When submitting your forms to the Office of Pensions, choose one of the following options:
 - Scan and e-mail to pensionoffice@delaware.gov
 - Fax to (302) 739-6129
 - Mail to Office of Pensions, McArdle Building, 860 Silver Lake Blvd, Ste 1, Dover, DE 19904-2402

IMPORTANT: If you are not making updates/changes, you **DO NOT** need to submit these forms.

- ☐ **If enrolling a spouse or other dependent child for the first time**, you will be required to submit a Birth Certificate (for Dependents Only), Marriage Certificate, Social Security numbers or other required documentation as applicable to the Office of Pensions.
- ☐ **If enrolling a dependent child for the first time**, complete a Dependent Child COB Form only if you are newly enrolling a dependent(s) on your health (Aetna or Highmark Delaware) plan for July 1, 2019 and the dependent(s) have other health coverage. The DCOB Policy and Form are located on the Statewide Benefits Website.
- ☐ **If enrolling in an HMO (Aetna or Dominion National) plan**, you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan's network and is accepting new patients prior to enrolling.
- ☐ **E**nter and complete the online [Spousal Coordination of Benefits \(SCOB\) Form](http://Spousal Coordination of Benefits (SCOB) Form) (between **May 6 – 24, 2019**) if covering a spouse on your non-Medicare health plan effective **July 1, 2019**.

Failure to submit a new Spousal COB form each year will result in a reduction of spousal health benefits.



Where You Can Learn More:

The Statewide Benefits Office has provided several tools in order to help employees actively participate in Open Enrollment, while providing the **BEST VALUE** for you and your family.

- ↳ A series of **Informational Videos**, which includes the “2019 Benefits Open Enrollment Highlights”, videos on the four Health Plans, and Spousal and Dependent Coordination of Benefits, provide an in-depth overview of each topic.
- ↳ The **Health Plan Comparison Chart** provides a side-by-side comparison of the four Health Plans offered by the State of Delaware.
- ↳ The **myBenefitsMentor® Consumer Decision Tool** and informational video is designed to help you make the best enrollment selection from the four health plans offered by the State of Delaware.

Have additional questions about Open Enrollment or your benefits?

Contact the Office of Pensions at 1-800-722-7300 or
pensionoffice@delaware.gov.